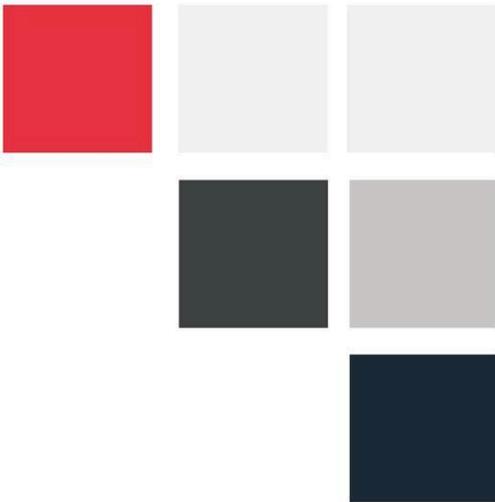# STUDENT HANDBOOK

Registered Training Organization-

Eva Burrows College.

National Provider ID: 0328

Kingsley College
1/23 Lakeside Drive, Broadmeadows VIC 3047
M: 0423 127 199
P: 03 9357 3699
kingsley@kingsley.edu.au
www.kingsley.edu.au

Contents

1. Disclaimer

This Student Handbook has been prepared as a resource to assist you to understand your obligations and those of Kingsley College (a partner campus of Eva Burrows College). Changes to legislation or Kingsley College's policy may impact the currency of information included. Kingsley College (and the registered training organization, Eva Burrows College) reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from the Kingsley College Principal.

Please carefully read through the information contained in this handbook. All students need to read, understand, be familiar with and follow the policies and procedures outlined in this handbook.

This information includes that you:

- receive accurate advice about a course to ensure it meets your needs before enrolment.

- can understand details about the course – such as how long the course will take, the study requirements and assessment methods.

- understand your own rights and responsibilities as well as those of Kingsley College.

- are aware of costs, payment terms and conditions (including refund policies).

2. Welcome

Thank you for taking the time to consider studying with Kingsley College. Through our Kingsley Community program, we deliver accredited training under the auspices of Eva Burrows College (RTO 0328). Kingsley College exists to serve the whole Christian church by providing practical accredited theological education and training. We are committed to helping people be thoroughly prepared to fulfil the call that God is placing on their life. We believe that God calls all of His people to minister in and through the local church. Kingsley serves the church by developing and equipping people through His transforming power to carry out His mission. Some people will be preparing for a vocation in Christian ministry in pastoral work, Chaplaincy, Christian education, mission or Christian counselling. Others will need to be equipped to live out their Christian faith and ministry in their workplace, community, family and church. Whatever your calling, Kingsley has the programs to help you become empowered and passionate in shaping your world. We are committed to spiritual formation. Our training is

based on the spiritual development of individuals as they grow in God's grace and are transformed into the likeness of Christ. We are excited about having you become part of Kingsley College and sharing in the exciting possibilities of ministry in God's kingdom.

Rev. Dr Kevin Brown, Principal of Kingsley College (kbrown@kingsley.edu.au, +61423 127 199)

Contact for Eva Burrows Vocational Training Team
Phone: Paramatta NSW (02) 9502 0400
              Ringwood VIC (03) 9847 5400
Email: vtoenquiries@ebc.edu.au

3. About us

Kingsley College Purpose Statement:
Through the transforming power of the Gospel of Jesus Christ, Kingsley College develops and equips people to become empowered and passionate in shaping their world.

Our Vision:
Kingsley College is committed to delivering quality vocational education and training programs from a Christian perspective aimed at equipping people to effectively contribute to contemporary society.

Kingsley College Style:
Study with Kingsley College involves deliberately putting yourself in the place where God can shape you. We have a holistic approach to preparing you for further Christian ministry. Not only will you gain knowledge, but you will also be challenged to mature in your walk with Christ, develop ministry skills, and gain confidence for leadership.

Our sole focus is to provide quality training for men and women in Christian ministry. We do that by bringing study to you. Training centres have been established around Australia, with more centres added to the network each year. In addition to in-person connection at a training centre, students connect to these classes via video conference. Distance study is also available- offering self-paced study with the support of a Kingsley College trainer as coach. Some subjects lend themselves to an intensive format. In that case, intensives are held online and at strategic locations around the country. We are serious at Kingsley about providing opportunities for your further growth as a Christian and development as a leader.

While our focus is singular, our student body is varied. We have students in High School who are completing their Certificate IV as part of their Senior studies through to students in their seventies and eighties who serve their local church and retirement home. Many of our students are simply looking for further equipping for the ministry they have in their school, home group, children's ministry or work in the community. Kingsley College classes are ideally suited to providing practical training and the opportunities for discussion and application. Many Kingsley students volunteer their time in ministry, and there are many others who have sensed

God's call into a career in Christian leadership. Kingsley College study provides a pathway toward ordination within the Wesleyan Methodist Church of Australia.

As a student, the onus is upon you to 'rise to the occasion' and carry out your reading, study and practical research between class times. Times with your class and trainer, or with your coach if you study by distance, are opportunities for discussion and clarification. Our Kingsley Trainers are not 'talking heads' offering a lecture style of instruction. Instead, you will be asked to share your discoveries in class in facilitated discussion. We have found that our students learn more in this style of study and are provided with greater opportunities to gain skills and confidence in leading others.

You will learn and develop as a Christian person through Kingsley study, but we are learning also. Kingsley College materials and study opportunities are continually open to revision and improvement. We value the observations and feedback from you as a student and your trainer. We want to be the best we can be at what we do, so that you can be the best at what God has called you to do.

Our History:

In 1947 a gentleman named Kingsley Ridgway founded the Wesleyan Methodist Church of Australia, in Victoria. His vision from the very beginning was to establish a training college that would equip students for a life and theology of practical holiness. Thanks to both the vision of Kingsley Ridgway and the generosity of the Wesleyan Church of North America, a property was purchased in Glenroy, Victoria to serve as national headquarters and the training college. The Wesleyan Methodist Bible College began to offer training in 1949 with a class of seven students. By 1974 the three-year Diploma of Theology had expanded to a four-year Bachelor of Theology degree. 1974 also saw a change of name applied to the college; Kingsley College proudly offered training under a name that honoured the founder.

By 2006 Kingsley College was offering a three-year Bachelor of Arts degree in Christian Ministry along with post-graduate study in Christian Ministry. Also available was a very popular, and class leading, program of study in Christian counselling at a Certificate and graduate level. 2006 also marked the birth of Kingsley Community study; Vocational training in a Certificate IV in Christian Ministry. Our foundational purpose in offering Vocational Training was to equip lay people in local churches. An initial two Training Centres began in Brisbane with many more centres added since. Student numbers continue to grow, along with the opportunities for students to pursue further vocational training. In 2010 the national leaders of the Wesleyan Methodist Church approved the Kingsley Community Vocational program of study as the avenue for ministerial training through to ordination.

Kingsley has a long history of offering quality, practical training for Christian ministry. When you enrol as a Kingsley College student you benefit from Kingsley's decades of experience. This experience and a commitment to quality training is designed to equip you for ministry for the years to come.

3.1 Vocational Training Team

As a student, you will have access to support from a range of personnel, who will assist you with your course or enquiry. The following provides details of their roles:

Kingsley College Principal
Usually, the Principal will respond to your enrolment, connect you to your chosen course of study, and provide you with your training materials. The Principal is available for advice on study options and the development of a study plan. The Principal also liaises with the Trainer/Assessor, monitors your progress and works with the administrative assistant to maintain your records.

Trainers and Assessors
Trainers and Assessors have extensive experience and qualifications in ministry and theology. All our Trainers and Assessors more than meet the requirements of the Australian Skills Quality Authority and are available to support and assist you with your studies.

Administrative Assistant
Our administrative assistant will provide you with a connection to your class, record your enrolment, issue an invoice for subject fees, and update your results. This team member is available for inquiries regarding enrolment and subject fees.

4. Management and Administration

As a Registered Training Organisation (RTO) Eva Burrows College Vocational Training complies with all relevant State Territory and Commonwealth regulatory requirements, including:

- Standards for Registered Training Organisations (RTOs) 2025
- National Vocational Education & Training Regulator Act 2011 and associated amendments
- Work Health and Safety Act 2011
- Anti-Discrimination Act 1991
- Privacy Act 1988
- Copyright Act 1968
- Children & Young Persons (Care & Protection) Act 2008

5. Our Code of Conduct

Kingsley College, as a partner campus of Eva Burrows College, and the Eva Burrows College Vocational Training staff operate under The Salvation Army's mission and values and conduct business according to the highest standards of honesty and integrity. The code of conduct stresses the importance of treating students fairly, ethically and with respect and dignity at all times. We provide a learning environment

which is safe and conducive for learning. Eva Burrows College is responsible for ensuring it provides high quality delivery of training and assessment to students.

6. Access and Equity

Access and equity cover the three areas of discrimination, harassment and affirmative action, supported by both State and/or Commonwealth legislation. In all aspects of our practice, we will endeavour to meet the needs of people with a disability. We do not tolerate discrimination, workplace harassment, bullying, victimisation or racial vilification on our premises or in program delivery. Any student witnessing evidence of this occurring is asked to report it to the Trainer or College Principal and can be assured that their concerns will be addressed.

Any person or group, irrespective of ethnic or cultural background, is able to participate in and benefit from our training services, providing they meet the entry criteria for the course. Information about services, policies and procedures and the roles and responsibilities of students is provided in clear and inclusive language. Our training resources, training techniques and assessments are free of gender or cultural discrimination.

7. Privacy Policy

Kingsley College, as a partner campus, and Eva Burrows College, as the Registered Training Organisation, take the privacy of our students very seriously and we comply with all legislative requirements.

Our Privacy Policy provides guidelines for the handling of your personal information, the use and disclosure of it, and the rights of access to it. We only collect data that is directly relevant to your training and required by Federal or State governments data reporting, as well as maintaining an effective service delivery. We exercise strict control over confidentiality of training records and any personal information.

We will not provide your information to any person or agency without your permission, unless we are required to do so by law. For further information see the link below: http://evaburrowscollege.edu.au/about-us/privacy-policy/

You may gain access to your course records at any time during the course after we receive written consent from you.

8. Work Health and Safety (WHS)

Kingsley College is committed to providing a safe workplace and learning environment for both students, staff and volunteers. All staff and students are

expected to follow safety standards established by The Wesleyan Methodist Church of Australia. The induction process with our Trainers/Assessors ensures that WHS is incorporated into all training and assessment delivery. We promote a positive culture focusing on the physical, mental and emotional safety of our staff and students.

All incidents of sickness, accident or workplace incident, whether staff or students, is recorded in the appropriate WHS log and reported to the Kingsley College Principal.

9. Enrolment

9.1 Enrolment process

Your enrolment will involve several steps:

1. Following your enquiry regarding a particular course, a copy of this Handbook will be provided to you noting the details of subject fees, semester dates, and course outline. A semester timetable will detail the subjects available, start dates, and delivery mode.

2. An enrolment application link will be sent to you.

3. To ensure that suitable and appropriate support can be provided, you are required to complete a Pre-enrolment Evaluation relating to language, literacy, numeracy and digital skills (LLND). Each course has different LLND requirements, aligned to the industry and Australian Qualification Framework (AQF) level.

4. Once you have submitted your enrolment application, including your USI Number and the required documents, your application will be assessed as part of the enrolment process.

5. If you are accepted into the course, the Kingsley College Principal will send you a confirmation email. Included in this email will be a link to the Orientation video that all students are expected to watch prior to commencement of class. College staff will email an invoice for your subject fees with the due date and bank details included.

6. After successful enrolment, you will receive your login details via email to your (Microsoft) Team. This is where you will access your course learning materials and assessments. We recommend you familiarise yourself with the site prior to beginning your studies.

7. A Trainer and Assessor will be assigned to you to provide support and guidance throughout your studies, including course delivery, content and

assessments.

Note that enrolment is not confirmed until fees have been paid as agreed.

9.2 Unique Student Identifier (USI)

When you enrol in a nationally accredited vocational training program the federal government requires that each Australian student has a Unique Student Identifier (USI), noted on their enrolment application. The USI gives you access to your training records and transcripts which can be accessed online, anytime and anywhere. Applying for a USI is cost free and will remain with you for life. To apply for a USI number or for more information, please visit following government website: https://www.usi.gov.au/.

As a Registered Training Organisation, Eva Burrows College cannot enrol Australian students in a course or issue Certificates or Statements of Attainment without a USI. It is therefore necessary that you provide your USI upon enrolment.

(Note that if you are a student connecting to Kingsley College classes from offshore you are not required to obtain a USI but must be conscious that you are completing an Australian accredited award).

9.3 Training Plan

On commencement of your studies, a Training Plan will be developed based on your study schedule. This document sets out the details of your training with Kingsley College, the course and the units of competency, any recognition of prior learning, assessment methods and additional learning requirements you may have.

9.4 Withdrawal and deferral process

If you are considering withdrawing from study, you should inform the Kingsley College Principal **in writing** as soon as possible. Our staff are available to discuss and assist you with any difficulties that might influence your decision to withdraw.

a. Application to withdraw
It is important that if you are withdrawing from the course or units for any reason, you formalise the process by emailing the Kingsley Principal.

If you have been absent from class or have not engaged with online learning for a period of 30 days, you may be at risk of being withdrawn. If college staff has been unsuccessful in contacting you for more than 60 days you may be withdrawn from the course – apparent withdrawal.

b. Deferral process

Students may apply to defer their training and will be advised of the implications to their course fees and future study options.A deferral application is to be made via email to the Kingsley College Principal. The deferral application will be considered in accordance with your progress in your course of study. A deferral is for a maximum of 12 months.

c. Enrolment extension

It is expected that you will complete your studies within the allocated time which aligns with the Australian Qualification Framework (AQF) Volume of Learning. It is necessary for you to manage the balance between your studies and other activities (such as employment, family life, travel).

If extenuating circumstances prevent you from completing your studies within the time frame, you can apply for an extension of your studies. This will require relevant supporting documentary evidence and completion of an Extension Request Form, obtained from the Kingsley College Principal. The Extension Request will be considered in accordance with your progress in your course of study.

2026 Important Dates:

SEMESTER 1	DATES
Enrolments Open	28th November 2025
Semester 1 Commences	7th January 2026
Census Date- Deadline subject withdrawal without incurring cost	24th February 2026
Semester 1 Concludes	19th June 2026
SEMESTER 2	
Enrolments Open	19th June 2026
Semester 2 commences	13th July 2026
Census Date	28th July 2026
Semester 2 Concludes	27th November 2026

10. Areas of Study

Kingsley College delivers the following Vocational Education programs under the auspices of Eva Burrows College (RTO 0328).

The following course information relates to the course current at the time of publication of this handbook. Contact the college for more information.

- **11237NAT Certificate IV in Christian Ministry and Theology**
  In Certificate IV, students will engage with the Bible and theological themes and explore the implications for Christian life and practice. Students will continue their journey of personal

discovery and spiritual formation.

- **11238NAT Diploma of Christian Ministry and Theology**
  In the Diploma, students will be empowered to analyse and interpret the Bible, beliefs and current theological thinking. Students relate these ideas to their Christian life and continue their spiritual formation journey. At this level, students will be enabled to apply their learning to Christian leadership and ministry.

- **11239NAT Advanced Diploma of Christian Ministry and Theology**
  In the Advanced Diploma, students will develop skills to interpret and synthesize information related to a range of Christian beliefs. Students will demonstrate an ability to provide guidance and leadership in a broad range of life and ministry situations. At this level students will provide advanced knowledge related to Christian beliefs and understandings to Christian and non-Christian audiences, and fulfil formal leadership with attending responsibilities, expectations and requirements within the Christian ministry sector.

- **11231NAT Graduate Certificate of Christian Ministry and Theology**
  Graduates of this course will have gained skills such as the ability to analyse, synthesis and consolidate information into a relevant form related to a complex and diverse range of Christian beliefs. Students should be able to provide specialized guidance and leadership in a broad range of life and ministry situations based on advanced interpretations about Christian theology and contextual beliefs. In addition, graduates will be able to provide specialised knowledge related to Christian beliefs and understandings with Christian and non-Christian settings.

11237NAT CERTIFICATE IV in Christian Ministry & Theology			
Competency	**Competency Description**	**Subject/Unit**	**Weighting**
9 competencies need to be completed			
NAT11237001	Apply knowledge of the Bible	Introduction to the Old Testament	100%
NAT11237004	Discuss a topic from a Christian perspective	Introduction to the New Testament	100%
NAT11237002	Interpret biblical texts	Biblical Interpretation	100%
NAT11237003	Develop and apply knowledge of key Christian beliefs	Basic Christian Beliefs	100%
NAT11236002	Research Christian Scripture and Theology	Wesleyan Theology	100%
NAT11237011	Prepare and preach a sermon	Introduction to Preaching	100%
NAT11237012	Develop own leadership skills	Develop Yourself as a Leader	100%
NAT11238008	Develop self-awareness	Introduction to Ministry	100%
NAT11237005	Apply Christian Ethics to contemporary issues	Professional Ethics and Compliance **(Or one of the subjects below)**	100%
NAT11237006	Explain Christian Beliefs to a non-Christian audience	Communicating and Defending Your Faith	100%
NAT11237010	Plan and Lead Ministry Activities	Youth Ministry, or Children's Ministry	100%

11238NAT DIPLOMA of Christian Ministry & Theology

Competency	Competency Description	Subject/Unit	Weighting
10 competencies need to be completed			
NAT11238001	Apply advanced knowledge of the Bible	Inductive Bible Study: Mark	100%
NAT11238002	Compare and explain Christian beliefs and practices	Doctrine of Holiness	100%
NAT11238003	Research and present a biblical theme	Luke and Acts	100%
NAT11238004	Develop and apply knowledge of church history	Church and Wesleyan History	100%
NAT11238005	Develop and apply knowledge of church, liturgy, and sacraments	The Purpose and Function of the Church	100%
NAT11238009	Provide leadership in a Christian organization	Leading and Developing Others	100%
NAT11238014	Lead a process of Christian discipleship	Disciple-making Disciples	100%
CHCPAS003	Plan for the provision of pastoral and spiritual care	Pastoral Care and Counseling	100%
NAT11237008	Use Christian spiritual practices to support own personal development	The Spiritual Life of the Leader	100%
	And choose one of the subjects/units below:		
NAT11238006, or NAT11238013, or NAT11237006	Analyse and compare worldviews and world religions, or Plan to initiate a new church, or Explain Christian beliefs to a non-Christian audience	Anthropology and Cross-Cultural Ministry, or Church Planting and Development, or Communicating and Defending Your Faith.	100%

11239NAT ADVANCED DIPLOMA of Christian Ministry & Theology

Competency	Competency Description	Subject/Unit	Weighting
12 competencies need to be completed			
NAT11239001	Apply advanced knowledge of the Bible in Christian Ministry	A People of One Book	100%
NAT11239002	Analyse a theological topic and apply it to a contemporary context	Wisdom for Today	100%
NAT11239003	Communicate complex theological ideas to diverse audiences	Preaching Practicum, or Women in Ministry	100%
NAT11239004	Analyse the theology of a biblical author	The Theology of Paul	100%
NAT11239005	Analyse translations of the Bible to assist in exegesis	Translations and Exegesis	100%
NAT11239006	Articulate, present and debate the nature and person of Jesus	The Nature and Person of Jesus	100%
NAT11239008	Analyse the theology of an influential theologian and their impact on theology and church practice	Principles of Prayer, or Wesleyan Theology	100%
NAT11239009	Develop ministry skills through supervision	Supervised Ministry Experience	100%
NAT11239010	Build and maintain community relationships	God in the Neighborhood	100%

PSPGEN123	Provide workplace mentoring	Mentoring Leaders	100%
NAT11238007	Explain and discuss the person and work of the Holy Spirit	The Person and Work of the Holy Spirit	100%
NAT11238010	Develop and implement ministry programs	Introduction to Christian Education	100%

11231NAT GRADUATE CERTIFICATE in Christian Ministry & Theology

Competency	Competency Description	Subject/Unit	Weighting
4 competencies need to be completed			
NAT11231001	Examine and compare Scripture and theology	Christian Apologetics	100%
NAT11231002	Analyse and apply Christian doctrine	Biblical Foundations: Genesis 1-11	100%
NAT11231003	Lead ethical practice in a Christian ministry context	Christian Ethics	100%
NAT11231004	Lead the mission of a Christian organisation	Global Mission	100%

Pathways

The outcome of each vocational course is to provide participants with a range of knowledge, skills and competencies that will enable them to serve effectively in churches, parishes, para-church organisations, missionary organisations and schools. Graduates from these courses may find employment as pastors, church workers, ministry leaders, chaplains, religious education instructors, missionary workers, church-planters and mission support workers depending on the requirements of the organisation.

Students are able to further their study through an application into further post-graduate study in another Bible college. Kingsley College is the ministry training arm of the Wesleyan Methodist Church of Australia and, therefore, has links to such colleges as; the Nazarene Theological College in Brisbane, and Eva Burrows College in Sydney and Melbourne.

Is it possible to pursue non-accredited training?

Students can choose to study any subject/unit without doing assessments as non-accredited training. In this case training and assessment will not be nationally recognised and no award will be issued. The intention of offering non-accredited study is to bless the local church and community by offering affordable involvement in a class for those who do not want to receive credit for their study.

11. Fees and Refund Policies

11.1 Course fees

Course fees are advised to you prior to enrolment. The fees are non-transferable to other students or other institutions. Course fees remain fixed for each calendar year and are reviewed annually. Fees include online support, learning and assessment resources, and email access to trainer/assessor. Many textbooks will be made available via Perlego (online

library), but some textbook will need to be purchased by you (see the textbook list for details).

	CERTIFICATE IV	DIPLOMA	ADVANCED DIPLOMA	GRADUATE CERTIFICATE
Fee per subject / unit of competency	$440	$620	$620	$820
RPL per unit	$290	$290	$290	$290
Re-enrolment per subject / unit of competency	$290	$290	$290	$290

11.2 Payment methods

A subject fee invoice will be emailed. The invoice includes the bank details for Kingsley College allowing for online banking payment. If you wish to apply for a payment plan, or a monthly credit card payment plan, please contact the Administrative Assistant (accounts@kingsley.edu.au).

Off-shore Transfers:
Payment should be made so that the correct Australian dollars are received by the college.
Kingsley College banks with Westpac. You will be asked to enter a 12-digit account number.
For Kingsley College those 12 digits are the BSB and account number; 033183345335
In setting up a payment from your bank you may be asked to provide a SWIFT Code. The SWIFT Code for Westpac is WPACAU2S.
If the sending bank requires 11 characters, use WPACAU2SXXX
If a Westpac Branch address is required use; 482 Sydney Road, Coburg. Victoria. 3058.

11.3 Late payments

Please note that outstanding fees of more than sixty (60) days may result in suspension or cancellation of your enrolment.

11.4 Other fees

Recognition of Prior Learning (RPL) will be invoiced as the per competency fee. Contact the Kingsley College Principal for further information.

Re-issuance of Qualification or Statement of Attainment (printed copy) by Eva Burrows College is $40.

11.5 Refunds

If the student withdraws from a course after confirmation of enrolment but before the census date they will receive their course fee as a refund.

If they withdraw after the census date, there will be no refund of subject fees.

Refunds will be processed as soon as possible following approval; however, it may take up to six (6) weeks or thirty (30) working days. This does not remove your right to take further action under Australia's Consumer Protection laws.

11.6 Course cancellation

If a course is cancelled by Kingsley College, no fee is charged.

12. Training and Assessment

12.1 Recognition of Prior Learning (RPL) and Credit Transfers

Recognition of Prior Learning (RPL)
We recognise that you may already be competent in a particular skill or set of skills or units in your course. Through RPL, you may apply for the recognition of your knowledge and skills associated with related units, whether gained through formal training, work experience, and/or life experience. Units gained through this process count towards your qualification. RPL is an assessment process, and you must be enrolled in the course in order to apply for RPL.

If you are considering RPL, contact the Principal at Kingsley College who will arrange an interview to discuss RPL and the requirements.

Credit Transfers
Eva Burrows College recognises qualifications issued by other RTO's and educational institutions under mutual recognition by way of Credit Transfers. It is necessary for you to provide Eva Burrows College with an original or certified copy of your Certificates with Transcripts or Statements of Attainment. This must be provided prior to course commencement if possible so that your eligibility for credit transfer of units can be assessed against your course.

A Credit Transfer does not incur a fee, and the equivalent unit/s are applied to your course of study.

12.2 Accredited training

Your course of study contains a number of Units of Competency. Each Unit of Competency describes the outcomes, functions and tasks that make up the competency. The unit Elements, Performance and Knowledge Evidence describe the actions or outcomes of the unit of competency and the assessment requirements.

All nationally recognised vocational training is competency based. Competency based training requires an Assessor to collect evidence of a student's competency in

relation to particular performance and knowledge, against industry standards.

Your enrolment in a course of study contains units of competency that describe:

- what each student needs to know (knowledge)
- what each student needs to be able to demonstrate (performance)

If the course you have enrolled in is scheduled to be superseded, we will discuss the implications with you and ways we can facilitate your transition to the new qualification.

12.3 Assessment gaining competence

You will be given assessment tasks reflecting actual workplace requirements that enable the Assessor to gather sufficient evidence to determine your level of competence. The Training Plan provides information about the assessments.

At the commencement of each unit, the Trainer and Assessor will provide information about tasks before you attempt them (e.g. what to expect, evidence the assessor will be looking for).

Assistance will be provided; however, you are expected to:
- attend/participate in the required training sessions and contribute positively to the learning process
- study any reading material provided to gain the required knowledge
- practice newly learnt skills
- complete the required assessment tasks

Assessment methods vary from course to course. Assessment methods may include, but are not limited to:
- questioning
- workplace projects
- observation
- practical demonstration
- case studies
- role plays

There are two outcomes possible for each unit of competency:
- **Competent (C)** - all aspects of skills, knowledge and performance for the course level are met

- **Not yet competent (NYC)** - some aspects did not meet the required standard and require further coaching or practise opportunities to assist you to meet the required standard.

When you have submitted your assessment, the Assessor will provide feedback

within 21 days of submission. By satisfactorily demonstrating all aspects of the assessments in the units, you will meet the requirements of competence and be eligible to receive the qualification.

Assessment submissions

*Some assessments are broken down into a number of **tasks**. Your trainer/assessor will indicate if your responses to the task/s are adequate and advise you if Satisfactory or Not Yet Satisfactory. If Not Yet Satisfactory, your trainer will provide you guidance to improve your response and re-submit.*

When all assessment tasks have been submitted you will be provided a result of Competent (C) or Not Yet Competent (NYC) for the unit. If Not Yet Competent you will be advised of the reasons and given the opportunity to resubmit. If after the second submission of the same task, it is still Not Yet Competent, the trainer will contact you to discuss.

When all assessment tasks have been submitted and graded as Satisfactory (S), you will be provided a result of Competent (C) for the unit.

If a third submission of the same task is still considered Not Yet Competent, study in the unit will be postponed and other options put forward, such as moving to another unit of study or revisiting the initial unit during work placement, if this is a course/unit requirement.

12.4 Monitoring your progress

Our training is learner-centred, and your progress is monitored continually. Support is available if you are experiencing difficulty with the course content, delivery or assessment tasks. Please contact the Trainer/Assessor or Kingsley College Principal if you experience any difficulties with any part of the training.

12.5 Issuing of Qualifications and Statements of Attainment - Digital

Kingsley College will provide a Record of Achievement to note progress in an award. Eva Burrows College will only issue AQF Qualifications and Testamurs for courses within its scope of registration.

On completion of a course, students who are deemed competent in all units of the course will receive a digital qualification and transcript listing the successfully completed units. If the whole qualification was not completed, a digital Statement of Attainment will be issued listing the unit/s completed. The certificate/statement will be issued within 30 days of your course completion.

Eva Burrows College is not obliged to issue a student's Qualification or Statement of Attainment unless all fees have been paid in full.

12.6 Contributing to Quality Improvement

Maintaining the relevance and quality of training and assessments requires a cooperative effort from industry, management, employees and students. We therefore ask you to make any suggestions for improvement during your course to the Trainer or Course Coordinator and to provide formal feedback during or at the conclusion of your course. Your feedback on your experience with us will assist us to continuously improve and provide a better service and student experience.

Learner surveys

During your studies, you will be asked to provide feedback to Kingsley College. Your completion and return of these surveys is important for our ongoing improvement of training services. Your assistance in gathering this survey data is greatly appreciated.

13. Appeals and Complaints

13.1 Complaints and Grievance Procedures

If you have a dispute with a Trainer/Assessor or fellow student which cannot be resolved, you may speak to the Kingsley College Principal about the matter. Eva Burrows College has procedures for the handling of complaints or grievances. If possible, the Trainer will advise, counsel and/or resolve promptly and effectively any grievances or complaints related to training delivery, training environment, assessments or disputes with fellow students. If they are unable to bring resolution, the matter will be referred to the Kingsley College Principal. After the procedure has been followed and the matter remains unresolved, it will be referred to an external arbitrator in an independent appeal process. All written complaints will be kept on file for audit purposes.

If you wish to initiate the complaints process, contact your Trainer/Assessor or the Kingsley Principal. The complaint will be recorded on a *Notice of Complaint* form which then activates the complaint procedure. The action taken and/or the resolution achieved will be documented and you will be kept informed of the process.

13.2 Assessment decision appeals

The Assessor will provide you with an explanation of how the final assessment decision was reached. If, after this explanation you are dissatisfied with the way your evidence was judged, you should discuss any concerns with your Assessor within 10 days of receiving the result. If concerns are not resolved during the discussion, you may submit an Eva Burrows College **Assessment Appeal form** to the Course Coordinator **within 10 days** (*assistance to complete this form is available if required*).

13.3 The Appeal Process

Step 1 - Initiating the formal process: lodge the Assessment Appeal Form

Once the form has been submitted, your assessment records will be reviewed by the Assessor. Where a practical assessment is in question, you may be requested to complete the assessment again for a different Assessor. Where the assessment is a written task other Assessors will be asked to re-mark the submitted work.

Step 2 - Assessment Appeal forwarded to Eva Burrows College

A completed Assessment Appeal Report will be provided to you. If you accept the decision no further action is required. If you are still dissatisfied or there is undue delay in responding to you, you can request the Assessment Appeal Form be submitted to the Kingsley College Principal.

You will be informed of the appeal outcome in writing, and the outcome will be noted at the Eva Burrows Vocational Training Committee.

Step 3 - Appeal to External Arbitrator

Where you are still dissatisfied you may make an appeal to an external arbitrator such as the National Training Complaints Hotline.

14. Student Code of Conduct

Students Rights and Responsibilities

As a student of Kingsley College, you have the **right** to:

- be treated fairly and with respect;
- learn in an environment free from discrimination and harassment
- be given a supportive environment for training and assessment
- be given details about your course and what it includes;
- receive high quality training and assessment from qualified trainers;
- privacy and security of your personal details and training records;
- prompt and appropriate handling of complaints and appeals;
- apply for recognition, RPL or credit transfer;
- receive and give feedback;
- receive information on assessments; and
- be provided records of your training progress

To assist you in ensuring that your training is a success, your **responsibilities** include to:

- treat others with respect and fairness and avoid any behaviour that might offend, embarrass or threaten others;
- be punctual where required
- following safety requirements
- ask for help or explanation if you have questions
- follow any conditions of your course and your Student Handbook
- follow any reasonable directions
- actively participate in all sessions in your training schedule or set by your trainers
- complete and submit assessments tasks within a timely manner.
- make sure all work submitted is your own work, and not to plagiarise, collude or cheat in any assessment

Kingsley College views student misconduct seriously. Consequences of misconduct vary and may include expulsion from the course. Examples of misconduct include, but not limited to:

- academic misconduct, including plagiarism or cheating
- harassment, bullying and/or discrimination
- falsifying information
- any behaviour that endangers the health, safety and wellbeing of others
- any behaviour or act that is against the law
- intentionally damaging equipment
- sending offensive or inappropriate messages to staff or other students.

Consequences for misconduct will depend on the severity and frequency of the breach and include:

- formal warning
- suspension from the course
- student to reimburse the costs incurred by any damage caused
- cancellation of the course without refund and/or credit
- referral to police

14.1 Plagiarism

Plagiarism is the presentation of ideas or words of another person as if they are your own without any form of acknowledgement.

When submitting your assessments, you are required to confirm on a Coversheet that it is your own work. Examples of plagiarism include:

- key ideas (including maps, methods, diagrams, tables etc.)
- direct quotations, (put them inside quotation marks)
- paraphrased material (provide acknowledgement of the source at the end of each sentence)
- information from the internet, without references or acknowledgement.
- Artificial intelligence (AI).

Artificial Intelligence (AI)

Artificial Intelligence (AI) is the development of material/resources using computer software. There are many forms of AI available on the market; Chat GPT is just one of these.

Using AI to complete your assessment responses is plagiarism. In the first instance, your trainer will return the assessment task/s to you, indicating that the submitted assessment is not your work, and you will be required to resubmit the assessments.
If you submit a further plagiarised assessment task, you are at risk of failing the unit and your enrolment being cancelled.

14.2 Presentation of Assessment

Guidelines for the Presentation of Work

All written work should be:
- Typed, double spaced, on A4 paper, using size 12 font.
- Margins should be 25mm on the left-hand and right-hand side of the page.
- All work should be left-hand justified only. Pages should be numbered at bottom right.
- Paragraphs should be indented no more than five spaces.
- All assignments should be accompanied by an Assessment Cover Sheet.

Referencing

Please use footnotes for referencing. Footnotes are to be single spaced at the bottom of the page and separated from the main text by a double space and a line.

Quotations in your assignments longer than five (5) lines of text shall be set off from the main text by indentation. These quotations are not enclosed in quotation marks, are single spaced and indented 10 spaces from the left margin.

Footnotes

A basic footnote referencing a book will involve the following structure: the authors name with the first name first, then a comma, the title of the book in italics, then a bracket, followed by the city in which the book was published (but not the State), a colon, the publisher name, a comma, the date of publication, close the bracket, add a comma, then the page number followed by a full-stop.

Bibliography (List of works cited)

The Bibliography should be typed on a separate sheet (headed "Bibliography"). References should be alphabetized by author's surname. A simple bibliographical listing of a book will include the following:

The author's surname, a comma then the first name and full stop. The title of the book will be in italics followed by a full stop. The publishing detail does not need the brackets but includes the same detail as the footnote: the city, a colon, the publisher name, a comma, the year of publication and finally a full stop. Page numbers are not included in a bibliography.

Examples
The examples below will guide your referencing of most resources that you will need to access. The examples with the little numbers are the style for a footnote (with some examples of shortened footnote style for a repeated quote from the same source). Included below each footnote style example is the style for a bibliography (which in your assessment tasks will be listed alphabetically by surname).

Book- listing footnote example, subsequent footnote, and then bibliography. Also, an example of a book with editors.

Footnote example-
1 Max Lucado, *Just Like Jesus* (Nashville: Word, 1998), 19-20.
Subsequent footnote with additional comment example-
2 Lucado, *Just Like Jesus*, 25. Lucado makes a comment here that makes a great deal of sense. His comment about the character of Jesus is beyond the extent of this task, but fits very well with what we have studied within the assessment booklet.
Bibliography-
Lucado, Max. *Just Like Jesus*. Nashville: Word, 1998.

Footnote example with book editors-
3 Mark W. Chavalas and K. Lawson Younger, eds., *Mesopotamia and the Bible* (Grand Rapids: Baker Academic, 2020), 311-313.
Bibliography example-
Chavalas, Mark W. and K. Lawson Younger, eds. *Mesopotamia and the Bible*. Grand Rapids: Baker Academic, 2020.

Perlego- use the "References" tab on the left of screen. Select "Chicago Manual of Style 17th Edition (full note)."
Perlego provides a References function in the left-hand column.
Below is an example of a footnote, subsequent footnote, and Bibliography style.
4 Alister McGrath, *Christian Theology*. 6th ed., (Wiley, 2016),
https://www.perlego.com/book/995325/christian-theology-pdf, 15 of 37.
5 McGrath, *Christian Theology*, 16 of 37.
McGrath, Alister. *Christian Theology*. 6th ed. Wiley, 2016.
https://www.perlego.com/book/995325/christian-theology-pdf.

Journal Article- footnote example- with an example of additional comment, subsequent reference, and then Bibliography style.
6 Howard A. Snyder, "The Babylonian Captivity of Wesleyan Theology," *Wesleyan Theological*

Journal 39 (2004): 1-19, 3. Snyder's use of the title, "The Babylonian Captivity of Wesleyan Theology" is a reference to the Babylonian captivity of Israel and a metaphor for his argument that Wesleyan theology has been "shackled" by forces that lie within the theology. However, aspects of Wesleyan theology can also be used to free the theology from these binds. Snyder, "The Babylonian Captivity of Wesleyan Theology," 1.

7 Snyder, "The Babylonian Captivity of Wesleyan Theology," 4.

Snyder, Howard A. "The Babylonian Captivity of Wesleyan Theology." *Wesleyan Theological Journal* 39 (2004): 1-19.

Website- footnote style, subsequent reference (shortened style) and then style for bibliography.

8 Jennifer Calonia, "How to Avoid Plagiarism," *Grammarly Blog*, https://www.grammarly.com/blog/5-most-effective-methods-for-avoiding-plagiarism/

9 Calonia, "How to Avoid Plagiarism."

Calonia, Jennifer. "How to Avoid Plagiarism." *Grammarly Blog*. https://www.grammarly.com/blog/5-most-effective-methods-for-avoiding-plagiarism/

Kingsley College Reader- Footnote, subsequent footnote reference, and then bibliography.

10 Glen O'Brien, "Dark Days and Long, Hard Pulls," *Wesleyan History Reader*, Kingsley College, 68.

11 O'Brien, "Dark Days and Long, Hard Pulls," 75.

O'Brien, Glen. "Dark Days and Long, Hard Pulls." *Wesleyan History Reader*, Kingsley College.

Wesleyan Methodist Church Handbook- footnote, subsequent reference, and then bibliography style.

12 *The Handbook of the Wesleyan Methodist Church of Australia 2024* (NC: The Wesleyan Methodist Church of Australia, 2024), 12, para., 112.

13 *The Handbook 2024*, 14, para., 125.

The Handbook of the Wesleyan Methodist Church of Australia 2024. NC: The Wesleyan Methodist Church of Australia, 2024.

Chapter within a Titled Volume or Dictionary- footnote, subsequent reference, and then bibliography style.

14 Reginal E. O. White, "Sanctification," in *Evangelical Dictionary of Theology*, ed. Walter A. Elwell (Grand Rapids: Baker Books, 1984), 969.

15 White, "Sanctification," 970.

White, Reginal E. O. "Sanctification." Pages 969-971 in *Evangelical Dictionary of Theology*. Edited by Walter A. Elwell. Grand Rapids: Baker Books, 1984.

Online encyclopedia- Footnote style, shortened style, and then bibliography

16 John Herivel, "Christiaan Huygens," *Britannica*, https://www.britannica.com/biography/Christiaan-Huygens

17 Herivel, "Christiaan Huygens."

Herivel, John. "Christiaan Huygens." *Britannica*. https://www.britannica.com/biography/Christiaan-Huygens

Digital Media- footnote and then bibliography style.

18 Thomas Aquinas, "Summa Theologica," I:23, *The Master Christian Library*, Version 5, CD-ROM, Ages Digital Library, 1997, 147.
Aquinas, Thomas. "Summa Theologica," I:23, *The Master Christian Library*, Version 5, CD-ROM, Ages Digital Library, 1997.

Newspaper and Magazine- footnote and then bibliography style.
19 *The Age* [Melbourne], 14 May 1985, 5, col. 3.
The Age [Melbourne], 14 May 1985, 5, col. 3.
20 Barbara W. Tuchman, "The Decline of Quality," *New York Times Magazine*, 2 Nov. 1980, 38-42.
Tuchman, Barbara W. "The Decline of Quality." *New York Times Magazine*, 2 Nov. 1980, 38-42.

All material copied wholly or in part must be enclosed within quotation marks (or indented paragraphs - for quotes over five lives - single spacing) and the source cited. For all material used, but not taken verbatim, credit must be given.

14.3 Online etiquette

Many of you will be undertaking your studies online. You will be engaging with the trainer and other students in Teams, forums, breakout rooms and webinars.

It is therefore important that you consider your behaviour and appearance, as if you are meeting the trainer and colleagues face to face.

The following points are to assist you get the most out of your course and enjoy your studies.

- Dress like you are going to class
- Sit at a desk or table, as you would in a classroom
- Be aware of your background
- Put your mic on mute unless you are speaking.
- Be punctual, log in on time.
- Be prepared for your class – read the course resources
- Introduce yourself and respect your peers
- Set up your space, make sure it's quiet and uninterrupted
- Embrace being flexible
- Speak up and engage with the other students and the trainer

14.4 Smoking, drugs and alcohol

Smoking, alcohol and other drugs are not permitted on college premises. The use and abuse of alcohol and other drugs can impact on health, workplaces, families and communities. If you or members of your family are experiencing problems with drug and/or alcohol abuse, counselling and other assistance is available.

Please speak to the Kingsley Principal for assistance or contact The Salvation Army Recovery Services on: https://www.salvationarmy.org.au/need-help/alcohol-and-other-drug-services/

15. Student Support Services

15.1 College Staff

Kingsley College staff are here to help you, so feel free to contact us. We have staff available to support you from Monday to Friday, 8.30 am to 5.00 pm on 0423 127 199. Alternatively, you can email us on kingsley@kingsley.edu.au

15.2 Language, Literacy, Numeracy and Digital (LLND) assistance

If you require support with literacy or numeracy, Kingsley College has access to personnel to assist you. If you are concerned about this aspect of your training, you should indicate this on the enrolment application.
Reasonable adjustments can be made to suit your needs provided the requirements of the workplace and course level are met. Contact your Trainer to discuss your options.

15.3 Technical support team

If you are studying via web conference (Teams), technical support is available. Please contact the team at kingsley@kingsley.edu.au or 0423 127 199.

15.4 Library Access

All Kingsley College students who are required to complete assessments will be provided with access to Perlego (an online library) at no extra charge.
In addition, Eva Burrows College Library serves the training and study needs of students connected with Eva Burrows College. For library opening hours and more information visit. http://evaburrowscollege.edu.au/study-with-us/library/ or email library@ebc.edu.au

15.5 Additional Support Services

Kingsley College students have access to additional student support service, advice or help during their course. You are encouraged to express your learning needs and any assistance required at any stage during your learning journey. There are also a number of external professional organisations who can offer assistance:
Lifeline Crisis Hotline: 13 11 14 or www.lifeline.org.au
Beyond Blue 1300 224 636 or http://www.beyondblue.org.au

Glossary

Accredited VET course

An accredited Vocational Education and Training (VET) course is:

- a structured sequence of training developed to meet training needs that are not addressed by existing training packages
- a course accredited by the national VET regulator or by a delegated body of the national VET regulator, and
- a course that has been assessed by ASQA as compliant with the Standards for VET Accredited Courses 2021 and the Australian Qualifications Framework (AQF).

Appeals process

A process whereby a client of a Registered Training Organisation (RTO), or other interested party, may dispute a decision made by the RTO. The decision made by the RTO may be an assessment decision or may be about any other aspect of the RTO.

Assessment of competency

A system for measuring and documenting learner's competency.

Assessment methods/s

Techniques used to gather different types of evidence. This may include methods or techniques such as questioning, direct observation, structured activities, third party feedback, evidence compiled by the candidate and review of products.

AQF

Australian Qualifications Framework (AQF)

ASQA

Australian Skills Quality Authority (ASQA), the national regulator for Australia's vocational education and training sector.

Competency

The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Competency based training

Method of training that focuses on a learner's ability to receive, respond to and process information in order to achieve competency. It is geared to the attainment and demonstration of skills to meet industry-defined standards, rather than to a learner's achievement relative to that of others.

Competency standard

Competency standards describe the knowledge, skills and attitudes needed to perform in a particular occupation.

Competency includes all aspects of the work including:

- skills to perform all the different tasks of the job
- managing a range of different task and activities required by the job
- responding to problems, the unexpected and non-routine events
- dealing with all aspects of the workplace, the organisation and colleagues

Credit transfer

Granting of credit by a training organisation to students' units of competency completed at another training organisation or via another qualification

Learning resources

The teaching and learning materials used by trainers, including any provided to learners, that aid learners' acquisition of knowledge or skills. For example, these may include workbooks, PowerPoint presentations, videos, content contained in a learning management system for online learning, lesson plans and handouts.

Qualification

Formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs.

Recognition of prior learning (RPL)

An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Registered training organisation (RTO)

An organisation, registered with ASQA in accordance with the requirements of the VET Quality Framework, to provide specific vocational education and training and/or assessment services.

RTO

Registered Training Organisation

Standards for Registered Training Organisations

The national standards against which applicants for registration as a VET (vocational education and training) provider, and existing VET providers, are assessed.

https://www.asqa.gov.au/about/asqa/key-legislation/standards-rtoshttps://www.asqa.gov.au/resources/publications/2021-rto-

obligations-checklist Changes to the Legislation were introduced in
March 2021 relating to

- Collecting and reporting data
- Keeping ASQA informed about delivery sites and campus locations
- ASQA's decision publication process

https://www.asqa.gov.au/resources/publications/2021-rto-obligations-checklist

Statement of Attainment
A statement given to a person confirming that the person has satisfied the requirements of units of competency or modules specified in the statement.

Student
A person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation.

Testamur
An official certification document that confirms that a qualification has been awarded to an individual.

Third party
Any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee.

Training package
Training packages specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in units of competency.

Unit of competency
The specification of the standards of performance required in the workplace as defined in a training package.

Validation
The quality review of the assessment process involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training package or VET accredited courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

VET
Vocational Education and Training

VET Quality Framework

A set of standards and conditions used by ASQA to assess whether a registered training organisation meets the requirements for registration.

The VET Quality Framework comprises:
- the Standards for Registered Training Organisations 2015
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Date Provision Requirements, and
- the Australian Qualifications Framework.

Vocational education and training (VET)

Post-compulsory education and training (excluding degree and higher-level programs delivered by further education institutions) which provides people with occupational or work-related knowledge and skills.

VRQA

Victorian Registration and Qualifications Authority, the VET regulator in Victoria.

Work placement

Period of unpaid work with an employer undertaken by vocational education and training students in order to satisfy the requirements of a course or unit with supervision provided by the employer, the training provider, or both. Also known as: work placement, vocational placement and structured work placement.

USI

A unique national VET student number for all nationally recognised training.